



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

Civil Engineering Technician

The City of Two Rivers is looking for a skilled and motivated Civil Engineering Technician to join our Public Works team. This technical position involves both office and field work supporting the design, inspection, and construction of municipal and Wisconsin Department of Transportation (DOT) projects. Responsibilities include preparing and reviewing construction plans using CAD, performing quality assurance inspections of water, sewer, storm, and roadway projects, conducting surveys and construction staking, maintaining GIS data, assisting with project cost estimates and bid documents, and ensuring regulatory compliance throughout all phases of projects.

Candidates should have an Associate Degree in Civil Engineering Technology, related coursework, or equivalent work experience, along with a valid Wisconsin Driver's License. Experience with CAD, GIS, surveying, construction inspection, and Microsoft Office is required, and five years of experience is preferred. The position involves both office and outdoor work, including walking over varied terrain, standing for extended periods, and occasional lifting. Applicants will be evaluated through application review, interview, and reference checks. The City of Two Rivers offers a dynamic, supportive work environment where your skills make a real impact on the community.

COMPENSATION & BENEFITS

SALARY RANGE: \$27.37 - \$30.81 hourly, dependent on qualifications

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 7.2% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions.

HOW TO APPLY

Send a **cover letter**, **resume**, and **completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Sources, PO Box 87, Two Rivers, WI 54241



Position Description

POSITION TITLE: Civil Engineering Technician

REPORTS TO: Public Works Director / City Engineer

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: January 2026

DEPARTMENT: Public Works

FLSA CATEGORY: Non-exempt

PAY TYPE: Hourly, Pay Grade 11

GENERAL STATEMENT OF DUTIES

Technical level position that performs services in the office and the field requiring technical abilities in the preparation and design of municipal and Wisconsin Department of Transportation (DOT) construction plans and construction inspection of municipal projects. Performs mathematical computations through trigonometry and analytic geometry and must be computer literate in the use of a personal computer for CAD, GIS, database Arc GIS software, spreadsheets and word processing.

DISTINGUISHING FEATURES OF THE CLASS

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Interprets plans and specifications of municipal engineering projects.

Performs quality assurance inspection and documentation for water main, sanitary sewer, storm sewer, soils, pavements, concrete construction, and other municipal construction projects.

Performs technical mathematical computations related to area, volume, grades, horizontal and vertical curve, and other trigonometric problems in the design and construction of municipal engineering projects.

Performs, with the assistance of appropriate computer programs, earth work quantity calculations, establishing proposed curb and gutter grades, design layout of underground municipal utilities, and other trigonometric problems encountered in design layout.

Supplies information to support partial and final pay estimates of municipal construction projects.



Performs checks on own work and that of others to eliminate the possibility of errors and maintain a high degree of accuracy.

Assist with collection and compilation of data related to storm water and other regulatory programs, and assurance of permit compliance via onsite inspections as necessary.

Performs construction observations that detect potential construction problems and communicates those problems to the Project Engineer for remedial action.

Prepares DOT and municipal engineering construction plans using Computer Aided Design (CAD) for final approval of the Project Engineer.

Creates drawings with CAD for use by the Engineering Department and for other departments and various other governmental agencies.

Ability to assist in maintaining the Geographic Information System (GIS) to reflect changes due to various construction activities which impact the sewer and water utilities and other GIS layers.

Establishes proposed street and sidewalk grades and sets same in the field for various public and private construction.

Assists in preparation of quantity tabulations and cost estimates.

Assists in preparation of construction plans and bid documents and related reports for DOT and municipal projects.

Performs survey work for municipal projects including preliminary topographic work and construction staking.

Supervises survey party, assigns work, and checks work completed.

Locates sanitary sewer, storm sewer, and water utility facilities for design and construction projects.

Sets up and monitors traffic counters.

Assists with the annual pavement ratings.

Locates sanitary sewer and storm sewers for Diggers Hotline and other requests.

Assists with the landfill monitoring program.

Maintains office records and project files.

Performs investigations of complaints and responds to complaints.

Assists with sidewalk replacement program.

Assists with the City's storm water quality management program, which may include collecting samples and complying with Wisconsin Department of Natural Resources requirements.

Maintains records of erosion control and other reports as required by project permits.

Maintains a good working relationship with contractors, engineers, surveyors, and the public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of civil engineering; working knowledge of surveying and drafting equipment and the use thereof for the required work; knowledge of computer applications, including Windows operating system, MicroStation, Auto CAD Civil 3D Design Software, Microsoft Word/Excel/Access;; knowledge of Municipal Code and State and Federal laws as they effect the operation of the Public Works Department; ability to evaluate various codes and specifications and their application; ability to apply engineering principles and practices to construction and design of Public Works Department projects; ability to instruct subordinates in proper work method and to supervise their work, ability to express ideas clearly and concisely orally and in writing; good judgment.

REQUIRED EXPERIENCE AND TRAINING

Associate Degree in Civil Engineering Technology, or current course work in related field, or work experience in the civil engineering technology field. Valid Wisconsin Vehicle Operator's License required.

DESIRED EXPERIENCE AND TRAINING

Five (5) years experience in the civil engineering technology field; education supplemented by courses in Civil Engineering Technology, or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheets, databases and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and total station survey devices; motor vehicle; phone; mobile radio; and other miscellaneous equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outside settings. Outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to fifty (50) pounds and manhole covers up to one hundred (100) pounds.

Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to walk over flat or hilly terrain in order to conduct surveys and other related field work and stand for up to four (4) hours straight without sitting in order to properly inspect construction work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee may work near moving mechanical parts, is occasionally exposed to wet and/or humid conditions, airborne particles, and vibration.

The noise level in the office environment is usually quiet to moderate and is usually loud in the field.

OTHER CONDITIONS

Formal application, rating of education and experience, oral interview and reference check; job related test may be required.

The duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**TWO
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APPLICATION FOR EMPLOYMENT CITY OF TWO RIVERS

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City				State	ZIP
Phone			E-mail Address		
Date Available			Desired Salary		Comments
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:		
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:		
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

EDUCATION										
High School					Address					
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, have you passed a high school Equivalency or GED test?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other					Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

SPECIAL SKILLS OR QUALIFICATIONS
Describe any special skills applicable to this position:
Describe any additional training and experience applicable to this position:

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			
Full Name		Title	
Organization		Phone	
Relationship			

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)									
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Employer						Phone			
Address						Supervisor			
Job Title				Starting Salary		\$		Ending Salary \$	
Responsibilities									
From				To				Reason for Leaving	
May we contact your previous supervisor for a reference?						YES <input type="checkbox"/>		NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:**Date:****OPTIONAL: CONFIDENTIALITY**

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____